

The City of Riverside

**Is Seeking An Experienced And
Dynamic Professional To Serve As**

COMMUNITY SERVICES SUPERINTENDENT



Be a part of this exciting, creative, cooperative environment where you can make a difference. This is an exceptional leadership opportunity in a fast-paced, community focused organization.

THE POSITION

One of the goals of the Parks, Recreation and Community Services Department is to facilitate a Citywide effort to improve the livability of neighborhoods by providing a range of municipal social service programs. The Community Services Superintendent will administer Project Bridge, the City of Riverside's nationally recognized youth gang intervention program, and Special Transit services for the disabled and senior citizens. Additionally, the Community Services Superintendent will evaluate community needs and work collaboratively with governmental, nonprofit, faith-based and other organizations to develop, administer and deliver new and innovative social service programs to meet the needs of our diverse community.

INFORMATION

Typical duties may include:

- Administer two social service centers, youth opportunity center, gang prevention and intervention programs, senior programs and activities and special transit program;
- Supervise staff of approximately 6–10 full-time equivalent employees;
- Meet with community and faith-based groups and County social service agencies;
- Communicate clearly and concisely in oral and written reports and presentations;
- Evaluate reports and operating/activity records of recreation centers and community programs;
- Assess effectiveness of programs and prepare recommendations for improvement;
- Participate in budget preparation, administration and control;
- Coordinate job development programs through the County Work Force Development Center

EDUCATION AND EXPERIENCE

- Education: Possession of a Bachelor's Degree (120 semester units) from an accredited college or university with major course work in sociology, political science, public administration, human relations or a closely related field. A Master's Degree is highly desirable.
- Experience: Five years of increasingly responsible full time supervisory experience in the development, administration and delivery of social service programs and community services.



It is the people that make Riverside special...

THE IDEAL CANDIDATE

The ideal candidate will be a professional who has knowledge of theories, principles, practices, laws and current trends in the neighborhood empowerment, community services programming and human services delivery; considerable knowledge of project and personnel management, supervision, grant funding and administration; principles and practices of public administration; organization, and training as well as operational characteristics of a highly diversified community services program; the principles and practice of employees supervision, training and performance evaluation; pertinent, federal, state and local codes and regulations.

COMPENSATION

Salary is \$6,216— 8, 333 monthly.* The City offers an extremely attractive benefits package, including:

- Retirement—The City is a member of the State of California Public Employee's Retirement System (PERS) and provides employees with the 2.7% @ 55 formula. The City also pays the employee's contribution toward the plan.
- Health Insurance—The City offers two health insurance plans and contributes up to \$806 per month for employee and dependent coverage.
- Dental Insurance—The City provides two dental insurance plans and contributes \$45 per month.
- Life Insurance—The City provides and pays for term life insurance with accidental death and dismemberment equal to two times the annual salary plus \$1,000 to a maximum of \$300,000.
- Deferred Compensation—The City contributes up to \$200 per month to a 457 deferred compensation plan for a minimum \$50 monthly employee contribution.
- Leave Benefits—Includes all typical vacation, sick leave, bereavement leave and holiday benefits.

*Appointment may be made at any step contingent upon qualifications of successful candidate.

THE COMMUNITY

Recently named one of "America's Most Livable Communities", Riverside is the largest city within one of the fastest growing regions in the country. As the 12th largest city in California, Riverside has a diverse population of approximately 300,000, covering over 85 square miles. Strong elected, civic, and business leadership has enabled a diversified economy, balanced land uses, quality developments, cultural amenities, and a progressive outlook that supports the community today and well into its promising future.



The City is centrally located in the Inland Empire Region approximately 60 miles east of Los Angeles and 100 miles north of San Diego. As the City has continued to develop into one of the most economically powerful cities in Southern California, it has maintained its historic virtues and cultural roots.

Our commitment to the Community makes Riverside great!

CITY GOVERNMENT

The City of Riverside was incorporated in 1883 and operates under the Council-Manager form of government established by City Charter in 1953. Seven members make up the City Council, elected for four-year terms by geographically designated wards (districts). The Mayor is elected at large and serves as Presiding Officer of the Council, interprets policies and programs to the community, and serves as official head of the City for ceremonial purposes. The Mayor has a voice in all Council proceedings but votes only to break a City Council tie-vote. Members of the Council select a representative from among themselves to serve as Mayor Pro-Tempore. The City Council appoints the City Manager, City Attorney and City Clerk in conformance with the City Charter.

The City's total budget of \$653.2 million reflects a regular full time staff of approximately 2600. The City provides all traditional municipal services and also operates electric and water utilities, a municipal airport, library, and museum.

The City Manager indirectly supervises all City departments. Assistant City Managers supervise the departments of Public Utilities, Police, Public Works, Fire, General Services, Human Resources, Information Technology, Museum, Library, Community Development, Development, Airport, and Parks, Recreation and Community Services, as well as the City's financial operations.

Riverside emphasizes public participation through 17 advisory boards and commissions which review issues and make recommendations on a broad range of topics.

APPLICATION AND SELECTION PROCESS



An Equal
Opportunity
Employer

City of Riverside
Human Resources Department
3780 Market St., Riverside, CA 92501
(951) 826-5922—Fax (951) 826-2552
www.riversideca.gov

Applications will be accepted until 5:00 pm on Thursday, August 31, 2006.

To be considered, please submit a City application. Applications are available online at: www.riversideca.gov Please reference Job Code 64901.

Applications will be reviewed in relation to the criteria outlined in this brochure. Applications will be screened and successful candidates may be invited to compete in an oral interview and writing exercise. Candidates meeting the minimum qualifications will be placed on an eligibility list.

Our core values are integrity and credibility, commitment to service and action, accountability, inclusiveness and diversity, loyalty, personal growth, innovation, and teamwork.